

**ALABAMA DEPARTMENT OF PUBLIC HEALTH (ADPH)
BUREAU OF ENVIRONMENTAL SERVICES (BES)
DIVISION OF COMMUNITY ENVIRONMENTAL PROTECTION**

**REQUEST FOR PROPOSALS (RFP)
FOR
LICENSED PROFESSIONAL ENGINEER**

FEBRUARY 23, 2018

OVERVIEW AND PURPOSE

The ADPH/BES seeks applications from qualified applicants to fulfill the role of Professional Engineer for the Division of Community Environmental Protection (DCEP). The PE position has been approved in the Bureau's FY' 2017-2018 budget. The PE will have sole design approval/denial over Large-Flow Engineered Designed Onsite Sewage Disposal Systems that are submitted to the Bureau. The purpose of this RFP is to solicit proposals from qualified applicants.

ELIGIBLE APPLICANTS

Qualified applicants must meet the following criteria:

Shall be a Licensed Professional Engineer (PE) registered with the State of Alabama Board of Licensure for Professional Engineers and Land Surveyors with a concentration in Civil Engineering and have at least 5 years of work experience with an Engineering Firm.

Shall have at least three (3) years experience in onsite sewage disposal systems for residential and/or commercial use (small-flow & large flow systems) and be familiar with the modification of onsite sewage systems as it relates to the location, design, and construction.

Shall have knowledge of soil characteristics to include topography, soils color, texture, structure, and drainage class, and understand how these soils characteristics can affect the design and construction of an onsite sewage disposal system.

Shall specialize or have worked with designing engineered onsite sewage disposal systems.

Shall list three (3) previous engineered designed jobs designed, and oversaw the installation of the systems.

Must have presented, trained, participated, or attended in at least two (2) Onsite Sewage Disposal Training regarding residential or commercial facilities.

FUNDING AVAILABLE

This is an open/competitive solicitation where experience, not cost, will be the determining factor. The awardee will enter into a contractual agreement with ADPH/BES during the period from October 1, to September 30th. The contracted amount will include all expenses related to any necessary traveling to field sites, and expenses related to participation in district training workshops.

PROJECT DESCRIPTION

ADPH/BES is seeking a contractual Professional Engineer who will provide statewide uniformity in the way District Environmental Managers (DEDs) review small & large-flow engineered designed systems and will train the DEDs on when to forward to BES any unusual or exceptional onsite design plans that need additional/further review.

SCOPE OF WORK OR REQUIRED ACTIVITIES

1. Provides interpretation of the Onsite Rules to the Division of Community Environmental Protection (DCEP) Director so that proper interpretations can be distributed by the Bureau to the district environmental directors, county environmentalists, regulated industry and other professionals outside the department to assure compliance with appropriate laws, rules and/or policies without valid trends of inconsistency.
2. Consults and assist DCEP Director and other environmental staff as assigned in the field on unusual or exceptional onsite situations so that proper services are rendered and, if possible, problems are resolved without valid trends of inconsistency.
3. Communicates and provide input concerning the writing and revision of the Onsite Rules so that the Rules can be consistently applied by the district environmental directors, county environmentalists and the DCEP staff as evidenced by application in the field and feedback.
4. Assign or oversees and/or reviews and recommends acceptance or denial of all Large Flow Systems plans, specifications, application, variance requests and modifications of onsite sewage systems with regards to design construction submitted to the DCEP to assure compliance with appropriate laws, rules and/or policies without valid trends of inconsistency.
5. Assign or oversees onsite engineer training so that environmentalists are current on all necessary information & procedures, informed of changes in rules, policies, and procedures and actions are implemented without valid complaint as determined by the DCEP Director.
6. Assign or oversees the onsite permit databases and compliance tracking systems so that information is retrievable and up-to-date without valid trend of inconsistency and inaccuracy.

BUDGET

There will be \$70,000.00 available during each budget year for the Professional Engineer contract. The contracted amount will include all expenses related to reviewing onsite engineered designed system, trouble shooting unusual systems in the field, meetings with DEDs as needed and any mail outs. Payment will be invoiced one-half payment at the beginning of the selection period and the remaining payment at the end of the fiscal year.

PROPOSAL FORMAT

One typed, single-spaced, signed, and notarized original of the proposal must be submitted to the address below. The proposal shall be unstapled and unbound using a 12 or 14-point size font on 8.5 x 11 inch paper. Proposals submitted by email are welcomed.

Request for Applications Terms and Conditions

ADPH/ BES, maintains the right to withdraw this request for applications (RFA) if the expected funds are not deposited in the Bureau's budget funding. BES reserves the right to alter, amend, or modify provisions of this RFA, or to withdraw this RFA, at any time prior to executing the contractual agreement between ADPH/BES and the successful applicant, if it is in the best interest of ADPH and the state of Alabama. The decision of ADPH/BES will be final in this regard.

Requirements for Application Narrative

The application narrative should not exceed five pages. The cover letter and the applicant's resume or curriculum vitae will not be included in the narrative page limit. All narrative pages must be clearly numbered consecutively. The narrative should be organized and labeled with headings as indicated below:

A. Contact Information

The applicant should include the following contact information:

- Name of Applicant
- Name of company or organization, if applicable
- Mailing Address
- Telephone and Facsimile number
- E-mail address
- Company or organization website, if applicable

B. Educational Preparation

- The applicant should state his or her educational preparation, including the degree(s) received, the area of study/concentration, the name and location of the institution, and the graduation year.

C. Professional Experience

The applicant should describe his or her professional experience in:

- Small or Large Flow Systems plans, specifications, application, and modifications of onsite sewage systems with regards to design construction;
- At least three (3) onsite engineered training given or received;
- Onsite sewage disposal systems for residential and/or commercial use (small or large flow systems) and show familiarity with the modification of onsite sewage systems as it relates to the location, design, and construction; and,
- Knowledge of soil characteristics to include topography, soils color, texture, structure, and drainage class, and how these soils characteristics can affect the design and construction of an onsite sewage disposal system.

PROPOSAL SUBMISSION

Deadline for Submission: Applications must be received by **Friday, March 16, 2018, 5:00 pm CST**. All proposals received after this time will not be considered for award.

Evaluation of proposals will be conducted after March 16, 2018. If additional information or discussions are needed with any respondents during this time, the respondent(s) will be notified. The selection decision for the winning proposal will be made no later than March 23, 2018.

Please send completed applications to:

Leigh Willis, Director
Division of Community Environmental Protection
Bureau of Environmental Services
Alabama Department of Public Health
201 Monroe Street, Suite 1250
Montgomery, AL 36104

Alternatively, email: Leigh.willis@adph.state.al.us and “cc” sherry.bradley@adph.state.al.us

PROPOSAL EVALUATION

The ADPH Bureau of Environmental Services will evaluate all proposals based on the following criteria:

- 20 points = Educational concentration in Civil Engineering.
- 40 points = Technical expertise and experience in Engineered Design Systems.
- 20 points = Previous three (3) Onsite Engineered Design training presented/attended.
- 20 points = List at least three (3) Onsite Engineered Designed assignments.

100 points = Total

CONTACT INFORMATION AND TECHNICAL ASSISTANCE

Please contact:
Sherry Bradley @ 334-206-5805 or Leigh Willis @ 334-206-5375.
